



July 9, 2014

**KANSAS BULLETIN NO. KS360-14-11**

**SUBJECT: PER—Telework Policy Changes**

**Action required by:** August 15, 2014

**Purpose:** To inform Natural Resources Conservation Service (NRCS) employees of changes to position eligibility policy for telework and the annual eligibility notification

**Expiration Date:** September 30, 2015

National Bulletin [360-14-21](#), Telework Position Eligibility, outlines new telework policy for NRCS that is aligned with Departmental Regulation. Notable changes to telework policy are as follows:

- Most employees are now eligible for core and ad hoc telework agreements, including supervisors.
- There is no longer a 90-day waiting period before a new employee is eligible to telework. New employees must either have a telework agreement in place or opt-out within the first 90 days of arrival.
- A new [form](#) is available and is to be used for any new or updated telework agreements.

The Department of Agriculture (USDA) has set a goal for each agency to have at least 60 percent of the telework-eligible employees on core telework agreements by the end of this fiscal year. Core telework is defined as regularly scheduled and recurring telework for a minimum of one day per pay period. Kansas currently only has about 2 percent of its eligible employees on core telework agreements. Employees are encouraged to have discussions with their supervisor about the possibility of entering into a core telework agreement. Supervisors should understand the telework requirements and are encouraged to support discussions in an effort to increase core telework agreements.

For employees that do not have an existing telework agreement in place and those employees that have not opted-out, supervisors need to ensure that employees complete a new form requesting an agreement or selecting to opt-out. These requests are to be completed and submitted to Diane Edwards no later than **August 15, 2014**.

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*(signed)*

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